



City/County Payment Program Guidelines 2004/2005

Pursuant to Section 14581(a)(4)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Conservation (Department) is distributing \$10,500,000 in fiscal year 2004/05 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

The goal of the Department's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers – aluminum, glass, plastic and bimetal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

Current recycling rates have been disappointingly low and continue to drop. With the passage of AB 28 (Chapter 753, Statutes of 2003) that took effect January 1, 2004, the CRV has increased from 2.5 cents to 4 cents for beverage containers less than 24 ounces, and from 5 cents to 8 cents for beverage containers 24 ounces and greater.

Many people don't know about this increase. Together, we can make a difference and raise the recycling rates. With your help we can increase the collection and recycling of CRV beverage containers by creating programs that increase recycling opportunities and educate Californians about the containers in the CRV program as well as the new CRV increase.

ELIGIBLE PARTICIPANTS

For the purposes of these guidelines, each of the following entities is eligible: 1) individual cities and counties; 2) two or more cities and/or counties working together through one lead agency; and 3) cities and counties participating in a Joint Powers Authority (JPA) that designate the JPA to act on their behalf, if the JPA agreement includes recycling of beverage containers.

HOW MUCH WILL EACH CITY AND COUNTY RECEIVE?

Each city is eligible to receive a minimum of \$5,000 or an amount calculated by the Department, on a per capita basis, whichever is greater.

Each county is eligible to receive a minimum of \$10,000 or an amount calculated by the Department, on a per capita basis, whichever is greater.

The per capita amount calculated by the Department is based upon the population, as of January 1, 2003, in the incorporated areas of a city, city and county, and the unincorporated area of a county, as stated in the Annual Demographic Report submitted to the Governor by the Department of Finance.

For cities and counties not included in this report, the per capita amount shall be based on population estimates calculated by the State Controller's Office.

REQUESTING FUNDS

The Department provides a funding request form (FRF) to each eligible city and county. The FRF specifies the amount of funding each city or county is eligible to receive for fiscal year 2004/2005. A copy of the FRF is also sent to designated JPA's and lead agencies from the previous fiscal year. It is the responsibility of the city or county to contact its JPA or lead agency to determine who will take responsibility for submitting the FRF to the Department.

Designated JPA's and lead agencies can submit one FRF if all the eligible cities and counties under their jurisdiction are jointly performing the same activities.

To receive these funds, a city, county or designated entity shall fill out and return the FRF to the Department no later than May 3, 2004.

The following information must be provided on the FRF:

- Current contact and mailing information, telephone and fax number, e-mail address, Federal I.D. or tax reporting number. Designated JPA's or lead agencies must also provide mailing and contact information for each city/county under its jurisdiction.
- Planned beverage container recycling activities by checking the box or boxes that pertain.
- Estimated dollar amounts for the planned activities.

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- A description of what you plan to accomplish stated as a measurable target or goal. (**Example:** By implementing beverage container recycling at all city parks, we anticipate increasing volumes collected by 10 percent over last year.)
- An explanation of how the effectiveness of your activities will be evaluated, including what data and/or information will be used to measure success. (**Example:** We will track our volumes monthly by material type and measure our progress by comparing the totals to last year.)
- A brief description of the measurable outcomes achieved through implementation of the 2001/2002 and 2002/2003 activities funded by the city/county payment program. (**Example:** We recycled a total of 400 pounds of beverage containers at our beach clean-up event, which was 20 percent more than last year.)
- Indicate whether or not the city or county prohibited the siting of a supermarket site, caused a supermarket site to close its business and/or adopted a land use policy that restricts or prohibits the siting of a supermarket site within its jurisdiction. (Provide a copy of any current policy or ordinance relating to beverage container recycling.)
- Complete the self-certification of the total dollars spent on your fiscal year 2001/2002 and 2002/2003 activities.
- Name, title and signature by the authorized representative (named on the resolution) responsible for the expenditure of funds received from the Department.

OTHER DOCUMENTS REQUIRED

New City/First Time Applicant

If you are a newly incorporated city or county applying for funding for the first time, or if you have not previously applied, you are required to provide a resolution identifying the title of the individual authorized to receive and expend funds from the Department, and carry out beverage container recycling activities under this program (sample included).

Existing City or County

If you previously received city/county funds and have provided us with a resolution, you do not need to send a new one unless there have been changes since last year (i.e., expiration date, authorized official or designee change or you have designated a joint powers authority or lead agency to act on your behalf). Contact your field representative to verify that your current resolution is still valid.

Lead Agency

Two or more cities and/or counties teaming with one designated lead jurisdiction (lead agency) must provide a resolution from each of the participating jurisdictions authorizing the lead agency to act on their behalf as the primary contact.

Joint Powers Authority

Designated JPA's must provide: 1) a resolution from each participating jurisdiction authorizing the JPA to act on its behalf as the primary contact; and, 2) a copy of the current joint powers authority agreement showing the inclusion of beverage container recycling.

DEADLINE TO SUBMIT

The Department must receive the completed FRF no later than May 3, 2004. (This allows approximately 90 days to complete your FRF.)

FRFs not returned to the Department by the above deadline date will be denied.

A completed FRF can be faxed to (916) 322-8758, e-mailed to your field representative or mailed (registered mail recommended) to:

California Department of Conservation
Division of Recycling
Community Outreach Branch
801 K Street, MS 17-01
Sacramento, CA 95814-3533

To receive an electronic copy of your FRF, contact your field representative (listed on the front of the FRF).

Please note: If you e-mail your FRF you must submit a hard copy with an original signature.

A confirmation notice will be e-mailed or faxed to you upon receipt of your FRF. **ONE** FRF only is necessary.

It is also recommended that you maintain a copy of the documents you submitted to the Department and proof of mailing date in case we don't receive your FRF.

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ELIGIBLE ACTIVITIES FOR EXPENDITURE OF FUNDS

Eligible activities for the use of these funds may include, but are not necessarily limited to:

- Collection and recycling of CRV beverage containers at large venues, public areas, residential communities and multi-family dwellings, schools and businesses.
- Public education and/or promotion of CRV beverage container recycling and/or litter prevention.
- CRV beverage container litter prevention and/or abatement in public places.

Pursuant to Section 14581(a)(4)(C) of the Public Resources Code, these funds **must be used for activities primarily related to CRV beverage container recycling or beverage container litter reduction.**

The Department encourages inclusion of the following statement on all news media, brochures, articles, or other types of promotional or educational materials and recycling bins: *"This project is (partially) funded by the California Department of Conservation."*

Contact your field representative for prior approval of publications and promotional or educational material.

The Department provides free English and Spanish recycling decals for use on recycling bins and other promotional items. The order form is available on our website at www.consrv.ca.gov/dor/index.htm or by calling (916) 322-0613. Camera-ready artwork can be sent to your e-mail address or printer electronically.

PAYMENTS

The Department will authorize payments to each approved city or county in July 2004 for fiscal year 2004/2005. The approved FRFs will be forwarded to the State Controller's Office for payment within its legal timeframe (30 days). Incomplete FRFs may delay payment.

The Department may withhold payment if the city, county or its designee has prohibited the siting of a supermarket site, caused a supermarket site to close its business, and/or adopted a land use policy that restricts or

prohibits the siting of a supermarket site within its jurisdiction since January 1, 2000.

RECORD KEEPING

In accordance with Title 14, Division 2, Chapter 5, Section 2085 of the California Code of Regulations, each eligible participant who receives funds must maintain documentation of the actual amounts expended by activity specified on the FRF for each fiscal year. These records must be maintained for five years from the date of preparation.

NOTIFICATION REQUIREMENTS

If you have any changes to your activities or contact information during the year (i.e., contact person, address change, or changes in your proposed activities), please notify the Department in writing or via e-mail to your field representative. Mailing address and fax number are provided below.

HOW TO REACH US

California Department of Conservation
Division of Recycling
Community Outreach Branch
801 K Street, MS 17-01
Sacramento, CA 95814-3533
Telephone (916) 322-0613
Fax (916) 322-8758

For field representative contact information, check our website at www.consrv.ca.gov/dor/index.htm under grants. "Frequently Asked Questions" are also posted for additional information.

